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| <b>Job Title</b>    | <b>MYsocial Digital Events Co-ordinator</b>      |
| <b>Team</b>         | <b>MYsocial</b>                                  |
| <b>Contract</b>     | <b>Temporary. 3 months until June 30th 2021.</b> |
| <b>Normal Hours</b> | <b>21 hours per week</b>                         |
| <b>Salary</b>       | <b>£12,700 pa (for 21 hours)</b>                 |

## About Age UK Lambeth.

### Our Mission

We support older people in Lambeth to live enriched, productive and purposeful lives: challenging the stigma of ageing, reducing social isolation and ensuring they get the right support at the right time.

### Our Values

#### **We are Kind**

We do everything in a spirit of kindness. The people we support deserve our respect and need our compassion, and we have their best interests at heart at all times.

#### **We are person-centred**

We keep the people we serve at the heart of everything we do. Our older people are a rich source of inspiration, ideas and experience, and our working relationships with them are important to us

#### **We are outcome-focused**

We help people find solutions that work for them. By being flexible, asking for feedback, and including our older people in developing new services, we can be sure they will get the right support at the right time.

## About MYsocial

MYsocial : Building Community One Event at a Time.

MYsocial is a social membership service for adults of all ages. We are here to bring people together and feel part of their community, where members can build friendships, try new things, share their skills with others, and feel valued.

We are also here so that by the time people reach later life, our members have built a strong network of friends and community around them, to reduce feelings of loneliness and social isolation. Every event on our calendar is focused on building those connections.

It is a key belief within MYsocial that all members bring a wealth of knowledge and experience with them. Our members are our leaders and are involved in our decision making.

## The Team

- The Mysocial Manager.
- Membership and Events Co-ordinator.
- Digital Events Co-ordinator. (This role)
- Events Engagement worker
- Age Strong Project leader.

## About You

The most important thing is that you need to love people! And love a good natter. It's a great job for those that want to make a difference to people's lives and encourage friendships among our members. And to see each member as an individual that has something to give to our MYsocial community.

You need to be a 'glass half full' kind of person, be able to keep calm under pressure, with a positive outlook and lots of energy. MYsocial is at a really exciting stage of growth right now and we will welcome the energy you bring to our team.

You need to love seeing people love meeting up, learning new things or trying new things to do. You will have some experience of planning and putting on online events.

## Job Summary

MYsocial is Age UK Lambeth's social membership service that seeks to reduce social isolation and loneliness. Usually, we do this via a calendar of events and local meetups. During the COVID crisis, we have had to cease our usual calendar and one of the team has been redeployed to support our Gateway helpline.

We are recognising that as the lockdown period continues -and many of our members will be isolating- there is an increasing impact on our members' mental health. Now processes are in place to ensure the basic needs of food and supply are being made available, we can start to focus on helping people deal with the challenge of isolating themselves. Additionally, we are noting an increase in levels of anxiety and the lack of opportunity for some of our members to have some fun and forget the news for a while.

This temporary role is to support our MYsocial Manager in producing an interesting programme of online and onphone activities, that enable members (and our wider contacts) feel that they are still connected and can still have some fun.

## Job Purpose

1. To support the MYsocial manager during the COVID crisis by creating and facilitating an exciting calendar of online events.
2. To create fun and welcoming events for members who may be struggling at the moment, to find some light in these frightening times.
3. To help members to feel part of a community, during their period of isolation
4. To encourage members to engage with each other.
5. To ensure that members have a positive experience of MYsocial membership

## During your time with MYsocial, you'll

- Get to know the systems we use, Churchsuite, G-Suite, Basecamp etc.

- Gain experience as an online events planner.
- Listen to event feedback from members and adjust the programme accordingly
- Get to know our members
- Enjoy being part of an energetic and fast paced environment.
- Have fun...honest!

### Learning & Development

You are expected to complete induction training relevant to your role including essential training covering: safeguarding, health & safety, and information governance. You are also expected to reflect on your own practice, identify areas for improvement and contribute to your annual personal development plan.

### Specific duties and responsibilities

This job description does not provide an exhaustive list of tasks and activities but gives an indication of the scope of the role and main areas of work.

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| Event duties.         | <ul style="list-style-type: none"> <li>• To host weekly virtual meet ups in each of our 3 neighbourhoods.</li> <li>• To assist members who need help to take part in our virtual events, either via email or phone calls.</li> <li>• Source other online activities and events and add them to the calendar.</li> <li>• To liaise with other organisations with potential joint events for the virtual calendar.</li> <li>• Develop opportunities for AUKL volunteers to host events on the MYsocial calendar, working with the Volunteer co=ordinator.</li> </ul> |
| Administrative duties | <ul style="list-style-type: none"> <li>• Record all member attendance and engagement on the Churchsuite system.</li> <li>• Create and enter event details into Churchsuite.</li> <li>• Keep the calendar up to date with correct information using the event template as a guide.</li> <li>• To send out invites to specific events as agreed with the MYsocial manager.</li> </ul>  |
| Other duties          | <ul style="list-style-type: none"> <li>• Where necessary, direct members towards other services within Age UK Lambeth.</li> </ul>  |

## Job Criteria

| Criteria  | Essential | Desirable |
|---|-----------|-----------|
| <b>Values-based</b>   |           |           |
| 1. Treats people with kindness, compassion and dignity  | ✓         |           |
| 2. Works together with others to find solutions   | ✓         |           |
| 3. Puts the members needs first   | ✓         |           |
| <b>Technical Skills &amp; Knowledge</b>   |           |           |
| 4. Experience of successful team working  | ✓         |           |
| 5. Excellent interpersonal skills that enable you to connect with people in an engaging and motivating way                        | ✓         |           |
| 6. An understanding of the impact of social isolation and loneliness of citizens, especially older people                         | ✓         |           |
| 7. Knowledge of the diverse health and social care needs of older people and those with disabilities                              | ✓         | ✓         |
| 8. Competent in using information technology including various software applications, such as Churchsuite and Google applications | ✓         | ✓         |
| 9. Experience of using social media to support professional objectives.   |           | ✓         |
| 10. Able to work independently and manage their own workload on a day to day basis and make efficient use of time and resources.  | ✓         |           |
| 11. Experience of setting up online meetings/conference calls   | ✓         |           |
| 12. Able to work flexibly including evening and weekends as required  | ✓         | ✓         |
| <b>Equal Opportunities</b>  |           |           |
| Understanding and commitment to equal opportunities. Experience of dealing with equalities issues in the workplace.               | ✓         | ✓         |

## How to apply

To apply please write a cover letter which includes the answers to the four questions below and email to [dolores@ageuklambeth.org](mailto:dolores@ageuklambeth.org)

1. **Why do you want to join us at MYsocial? And why now?**
2. **Tell us why you think it's important for a service such as MYsocial to exist.**
3. **Tell us what skills and experience you could bring to MYsocial.**
4. **How would you ensure we provide events to reflect the diversity of our members and Lambeth?**

**NO CV'S PLEASE.**

### **Closing date**

Monday 8th March 5pm.

Interviews will take place on Thursday 11th March.

Starting date Wednesday 24th March.